



Loudoun County, Virginia

Department of Management and Financial Services
Division of Procurement, MSC #41C
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175

December 2, 2008

NOTICE TO OFFERORS

ADDENDUM NO. 1

QQ-01458

The following changes and/or additions shall be made to the original Invitation for Bid No. QQ-01458, Printing of AAA Newsletters. Please acknowledge receipt of this addendum by signing and returning with your bid.

1. Attached are questions received on this RFP.

Prepared By: Courtney Shihadeh, CPPB/s/ Date: 12/2/08
Contracting Officer

Acknowledged By: _____ Date: _____

Question and Answers

Q1. Where are the newsletters delivered and can we UPS them?

A1. The locations for the delivery of the newsletter are listed under Section 4.2 of the IFB. The County does not permit delivery of the newsletter via UPS. The successful bidder shall either hand deliver the newsletters to the locations or County staff can pick up the newsletters if the successful bidder's printing facility is located in Loudoun County.

Q2. Can the center "saddle stitch" be stapled vs. stitching?

A2. The County wants it stapled.

Q3. Under Section 4.1, the County listed the paper weight at 20# stock. This would be exceedingly light and is typically reserved for forms. Please confirm weight of the paper you desire, as well as if you prefer a matte or gloss stock.

A3. The paper weight is as per the specifications listed under Section 4.1 (20# stock). The newsletter will be printed on regular paper so matte or gloss stock will not apply.